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**CONFIDENTIAL**

26 FEB 1957

Chief, Management Staff

Director of Training

Tables of Organization

Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 160378 By:

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REFERENCE:  - Tables of Organization

1. Over the past four years, the function and workload of the Assessment and Evaluation Staff have expanded and changed in character. These changes have resulted in the need for a different distribution of professional skills. The Office of Training, therefore, requests changes in the A&E Staff Table of Organization, as indicated in Tab A, attached. The changes requested appear quite minor in terms of the major adaptations the A&E Staff has had to make to fulfill requirements levied against it. These additional requirements are reflected as follows:

a. A different concept of assessment has resulted in the workload being increased from 492 assessments in Calendar Year 1955 to 1120 assessments in Calendar Year 1956 (See Tab C). The kind of assessment that is currently being done requires a greater number of more experienced, mature, senior psychologists than the former system under which younger psychologists assisted the senior ones in dealing with fewer numbers of assessment cases.

b. Training evaluation activities have expanded to the point where psychologists working on these activities must work with much less supervision   
This, of course, requires more experience and maturity.

c. Requests (1) for psychological studies such as to determine reasons for personnel turnover, (2) for substantive contribution of training courses, (3) for the preparation of special reports,

2. Specific changes are as follows:

a. Transfer position number U 1086.02 Psych (Research), GS-9, from the Research Branch to the Office of the Chief, A&E Staff and reclassify as a Psychologist (Gen), GS-14.

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57/TR-1-856

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**SUBJECT: Tables of Organization**

This proposed Task Force Psychologist position is considered necessary because of the tasks being levied on the A&E Staff, e.g., providing psychological assistance to OTR Instructors pertaining to training

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b. Transfer position numbers U 1092 and U 1092.01, Psych (Assessment), to GS-9 and U 1093, Clerk Typist, from the Assessment Branch to the Testing Services Branch to broaden the testing services function and to provide a more efficient testing operation. The positions will continue to contain duties concerned with individual testing activities as described in the current position descriptions on record in the Position Evaluation Division, Office of Personnel.

c. Transfer position number U 1085.01, Psych (Research), GS-11, from the Research Branch to the Evaluation Branch and reclassify to GS-13 to provide an additional senior Psychologist position necessitated by the expansion of the work of this Branch to more OTR courses.

d. Reclassify position number U 1086.01, Psych (Research), GS-9 to GS-13 to provide an additional senior Psychologist for the Research Branch. This reclassification is necessary to provide more effective senior technical support to the development of new selection and placement testing programs and to the improvement of those already in existence.

e. Reclassify position number U 1120, Psychometrist, GS-7, in the Testing Services Branch to Psych (Gen), GS-13, to provide senior research support to the recruiters testing and selection program for both clerical and professional employees.

f. Reclassify position numbers U 1087, U 1087.01, U 1087.02, and U 1087.03, Statistical Clerk, GS-5, in the Research Branch to GS-6 to provide senior level Statistical Clerks for the more difficult statistical analytical work.

g. Reclassify position number U 1091 Psych (Assess), GS-11, in the Assessment Branch to Clerk Stenographer, GS-5, to provide a Clerical Assistant for this Branch.

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**CONFIDENTIAL****SUBJECT: Tables of Organization**

h. Retitle positions in the Testing Services Branch as appropriate in accordance with the CIA Occupational Handbook.

3. The above requested changes will not require additional personnel ceiling, and the net effect, from a position standpoint, is as follows:

<u>A&amp;E Staff</u>	<u>Present No. of Positions</u>	<u>Proposed No. of Positions</u>	<u>Position Net Change</u>
Office of the Chief	<div style="border: 1px solid black; width: 200px; height: 200px;"></div>		/1
Administrative Group			0
Assessment Branch			-3
Evaluation Branch			/1
Research Branch			-2
Testing Services Branch			/3
Total Positions			

25

4. An analysis of the proposed T/O changes (See Tab B) based on personal services estimates submitted for Congressional approval for Fiscal Year 1958 indicates that the increases resulting from the requested reclassifications can probably be absorbed through the rescheduling of certain other planned A&E Staff activities.

5. For additional organization and position information, please contact the Chief, A&E Staff or the PO/TR as appropriate.

**SIGNED****MATTHEW BAIRD**

Attachment A  
Attachment B  
Attachment C

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OTR/MB/[ ]:pd (21 Feb 57)

**Distribution:**

Original & 3 - Addressee  
1 - DTR ✓  
1 - C/A&E  
1 - BFO/TR  
1 - PO/TR

- 3 -

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26 FEB 1957

Mr. Baird:

*Memo w/drawn  
to be rewritten 4/15/57*

Attached is a revision of the request for T/O changes for the A&E Staff. The changes were written by [ ] and are the addition of para 1. a. b. c. and para 4.

25X1

[ ] said that he has checked with Class. & Wage and he feels there may be some resistance from them on a few positions, namely, the up-grading of the Stat Clerks from GS-5 to GS-6 and the classification of GS-14 for the Task Force Psychologist. Their resistance would not be against the whole proposal but these particular position classifications. He has also checked with Management and anticipates no problem with them will arise except possibly the financial aspect involved. Management will prepare a covering memo to this request and send it to the DD/S for approval.

TRANSMITTAL SLIP		DATE
TO: DTR		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>Withdrawn</i></p> <p>Your copy <i>4/15/57</i></p> <p><i>XO/TR spoke to [ ]</i></p> <p><i>[ ] Mgmt staff.</i></p> <p><i>Memo is being w/drawn &amp; will be rewritten into 3 separate proposals.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)